

MONROE COUNTY

JOB DESCRIPTION

Position Title: DEPUTY COUNTY ADMINISTRATOR

Date: May 6, 2005

Position Level: 15

FLSA Status: Exempt

Class Code: 15-1

GENERAL DESCRIPTION

This position serves as Deputy to the Chief Administrative Official of the County. This is complex managerial and administrative work assisting the County Administrator in carrying out the functions and activities necessary for the effective and efficient operation of the County. These duties can be in addition to performing senior management oversight to specific division and/or department responsibilities.

KEY RESPONSIBILITIES

1. *Responsible for upholding County policies and procedures and providing advice and direction to County staff.
2. Assist the County Administrator with development and/or implementation of broad County plans, goals and objectives.
3. *Responsible for providing guidance and direction to subordinate directors and managers to ensure follow-up in resolving problems or obtaining information.
4. *Interact with the press, public and interest organizations in the absence of the County Administrator.
5. *Assist the County Administrator with budget preparation and presentation to the Board of County Commissioners.
6. *Responsible for decision making and administration of specific personnel issues.
7. *Oversee specific division and/or department responsibilities as assigned.
8. Act as a liaison between the County Administrator and various Department Directors.
9. Perform other related duties as required.

* Indicates an "essential" job function.

The information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this job.

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KEY JOB REQUIREMENTS	
<i>Education:</i>	Bachelor's Degree required. Major(s) required: Public Administration, Business Administration or related field. A combination of education and experience may substitute for the formal education requirement.
<i>Experience:</i>	Seven to ten years.
<i>Impact of Actions:</i>	This position has primary responsibility for the long-range future of Monroe County and affects operations beyond the scope of Monroe County government.
<i>Complexity:</i>	Multifaceted: Work is broad in scope covering virtually the entire County's operations. Policy, procedure, and precedent are created and/or approved by this position. Problem solving requires understanding and evaluation of the impact on the County.
<i>Decision Making:</i>	Multifaceted: Supervision is present on a limited time basis to review broad objectives. Independent judgment is required to review and approve major recommendations, establish procedures, and coordinate technical and administrative recommendations with County-wide policies.
<i>Communication with Others:</i>	Requires continuing internal and external contacts involving difficult formal negotiations calling for well-developed sense of timing and strategy and detailed explanation and interpretation of policies, rules and regulations and managing relationships at the highest level.
<i>Managerial Skills:</i>	Responsible for supervising multiple functions, with full responsibility for effective operation and result.
<i>Working Conditions/Physical Effort:</i>	Work requires minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements. Extensive travel throughout Monroe County is required.
<i>On Call Requirements:</i>	On call 24 hours. Required to work during emergency situations.
<i>Other:</i>	Must possess qualifications for membership in professional association such as International City Management Association (ICMA), and certifications within their area of concentration.

APPROVAL		
<i>County Administrator:</i>		
Name: _____	Signature: _____	Date: _____

On this date I have received a copy of my job description relating to my employment with Monroe County.

Name: _____ Signature: _____ Date: _____